

4 FAM 470 TRANSPORTATION OF PASSENGERS AND THINGS

4 FAM 471 GENERAL VOUCHERING INFORMATION

4 FAM 471.1 Responsibility of Traveler

(TL:FIN-352; 5-30-95)

a. The traveler is responsible for the proper performance of official travel and the proper shipment/storage of their own effects, regardless of who may have assisted the traveler in making travel and transportation arrangements. Therefore, to reduce the possibility of personal payments for unauthorized travel or excess shipment/storage of effects, etc., travelers should be familiar with allowable travel and transportation expenses as defined in 6 FAM , and the Federal Travel Regulations (FTR). Wherever possible, travelers should use Department-provided transportation offices to obtain tickets. GTR's should only be used in emergencies.

b. If the traveler does incur excess transportation costs such as for indirect routing, or non-use of city-pair fares, such costs must be paid to the carrier by the traveler at the time of procurement. Deductions for excess charges unknown when travel commences are made from the traveler's travel claim submitted at the completion of travel. Charges for excess shipping/storage costs must be paid by the traveler as prescribed in 6 FAM .

4 FAM 471.2 Appropriation Chargeable

(TL:FIN-352; 5-30-95)

The fiscal year of the appropriation to be charged for transportation of freight and passengers will be determined in accordance with the provisions 4 FAM 053 and 4 FAM 054 .

4 FAM 471.3 Use of Foreign Currency

(TL:FIN-352; 5-30-95)

The payment of air, ship, rail tickets, and transportation expenses incurred in shipment of air and surface unaccompanied baggage, household effects, and privately owned vehicles may be in foreign currencies.

4 FAM 472 TRANSPORTATION OF PASSENGERS

4 FAM 472.1 Procurement of Passenger Transportation

(TL:FIN-352; 5-30-95)

a. Authorized passenger transportation for official travel, including related charges such as excess baggage, are normally procured by Form SF-1169, U.S. Government Transportation Request (GTR), in accordance with instructions contained in 6 FAM . If necessary, procurement may also be made by purchase order, official letter, or cash (see limitations in paragraphs b and c). In Washington, procurement may be made with Government Travel System (GTS) accounts.

b. Cash shall be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip, unless special circumstances justify the use of GTR or Government Excess Baggage Ticket (GEBAT).

c. Approval for the use of cash in excess of \$100 must be obtained from GSA prior to travel, domestically or overseas. Under emergency circumstances, the travel authorizing official may authorize a traveler to exceed the \$100 limitation. The use of credit cards, other than the GSA contractor-issued charge cards, and all travelers checks to purchase passenger transportation services shall be considered the equivalent of cash and subject to the \$100 limitation. Passenger transportation services procured with GSA contractor-issued charge cards or GTS accounts are not subject to the \$100 limitation.

d. When transportation services are obtained by means other than use of GTR, the procurement document (purchase order, letter, or other form of communication) shall contain the same data which would be required in the issuance of a transportation request.

4 FAM 472.2 Unused Transportation

4 FAM 472.2-1 Redemption Action

(TL:FIN-352; 5-30-95)

Unused tickets, ticket refund application in connection with an exchange of an original ticket for one of lesser value and so on, must be surrendered and processed promptly for redemption. Redemption is obtained by the post or bureau/office in Washington where the original payment was made.

4 FAM 472.2-2 Receipt of Promotional Material

(TL:FIN-352; 5-30-95)

All promotional materials (such as bonus flights, reduced-fare coupons, cash, merchandise, gifts, credits toward future free flights, or reduced costs toward future free flights, or reduced costs of services or goods) received by employees in conjunction with official travel and based on the purchase of a ticket or other services from transportation companies, rental car companies, or other commercial activity, are properly considered to be due the government and may not be retained by the employee. The Comptroller General of the United States has stated that employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to performance of official duties (Comp. Gen. Decisions B199656, July, 1981, and B210717, February, 1984). When an employee receives promotional material, the employee shall accept the material on behalf of the United States and relinquish it upon completion of travel to the post administrative officer or, in Washington, to the chief of the transportation division of the appropriate agency. (see 4 FAM 465 and 6 FAM).

4 FAM 473 TRANSPORTATION OF THINGS

(TL:FIN-352; 5-30-95)

Officers should review 4 FAH-3 H-473 for the forms, procurement of services, use of foreign carriers, presentation of billings, and billing exceptions and payment procedures, along with the procedures when original government bills of lading are lost or destroyed.

4 FAM 474 CLAIMS

(TL:FIN-352; 5-30-95)

Officers may refer to 4 FAH-3 H-474 for the procedures related to the treatment of doubtful and supplemental claims and the documenting of suspensions and disallowances.

4 FAM 475 LOCAL TRANSPORTATION

(TL:FIN-352; 5-30-95)

Local transportation charges such as hire of taxicabs, special conveyances, or use of privately owned vehicles are allowable as transportation costs only as prescribed by the provision of 6 FAM . Such charges must be for travel on official business and be approved by the

principal, administrative, or other designated officer. Use of such transportation is subject to administrative control to prevent abuse.

4 FAM 476 THROUGH 479 UNASSIGNED